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2. PROC INSTRUMENT	'ID NO (PIIN)	3. CALL ORDER NO	4. DAT	DATE OF ORDER* 5. REQUISITION PM/PURCHASE REQUEST PROJECT NO.			6. CERTIFIED FOR NATIONAL		
F33657-97-D-20		0005	3.	3 April 97 DEFENSE UNDER BDC REG 2/DMS REG 1 RATING					
Mark all packages & papers 7. ISSUED BY	with this number.			8. ADMINIS	TERE	-D BY		ODE S2101	
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AWY/A6F/ATS 12b. RESERVED FOR SERVICE/AGENCY USE				DFAS-COLUMBUS CENTER DFAS-CO/CAPITAL DIVISION P O BOX 182263 COLUMBUS, OH 43218-2263					
14. TYPE CONTRACTO B	OR 15. SECURITY a. CLAS U	_							
16. CONTRACT ADMINISTRATION DATA A. FAST B. CONTRACT C. ABSTRACT D. SPL CONT ADMI			CONT DMIN JNC LMT	17. RESERV	USE CRI		19. SURV CRIT	т	
21. APPROPRIATION A. SCTY CLAS F. CPN RECIPIENT I	B. ACRN C. A	DATA APPROPRIATION D. LIMIT SI OBLIGATION AMOUNT		E. SUPPLEME		L ACCOUNTING CLASSI	FICATION		
DELIVERY/ TASK PURCHASE	REFERENCE YOUR	ect to instructions contained ve numbered contract, or No	on-DOD C	ide of form or contract Numl	nly arber.	nd is issued in accor	rdance with a	and subject to	terms and
*If quantity accepted Government is same ordered, indicated by different, enter actual accepted below quan and encircle.	as quantity X mark. It I quantity tity ordered	UNITED STATES OF AMERICAN AN ENTALL LANS NAME OF CONTRACTING/ORDER	Hang	glon) CER AND DATE	·M/	ARGARET YARF Contracting O	70403 MMMDD) PINGTON Ifficer	24. TOTAL 28. DIFFERENCES	
25. QUANTITY ORDERED	HAS BEEN		26. SHIP	P NO 2	27. D.	O.VOUCHER NO		29. INITIALS	
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· · · · · · · · · · · · · · · · · · ·	RECEIVED BY	38. DATE RECEIVED	39. TOT	TAL CONTAINER	RS	40. S/R ACCOUNT NU	JMBER	41. S/R VOUCH	ER NUMBER

AFMC FORM 700,DEC 95 (EF-V4)(Perform Pro) PREVIOUS EDITION IS OBSOLETE * When used as a formal contract this will be the effective date.

1. In accordance with the provisions of the basic contract F33657-97-D-2007, Special Contract Requirement H-013 entitled "Orders" and this delivery order 0005, the contractor shall provide acquisition logistics support in accordance with the attached Statement of Work (SOW) "Acquisition Logistics Support for the C/KC-135 Development Systems Office" dated 06 March 1997 as specified below at a ceiling amount of \$ 167,594.00.

2. SECTION B

			Quantity	Unit Price		
Item No		Supplies/Services	Purch Unit	Total Item Amount		
0001	CLIN	sec class: U	1 LO	\$ 150,621.00 \$ 150,621.00		

noun: ACQUISITION LOGISTIC SUPPORT

acrn: AA nsn: N

site codes pqa: D acp: D fob: D

pr/mipr data: GASCLC97720003

type contract: Y

descriptive data:

A. The contractor shall provide acquisition logistic support in accordance with the attached SOW. This CLIN is for an estimated 4,364 hours and is fully funded.

B. Listed below by are the negotiated labor categories and corresponding estimated number of labor hours for each category:

LABOR CATEGORY	ESTIMATED HOURS
Project Manager/On Site	1,960
Project Manager/Off Site	204
Senior Logistician/On Site	1,960
Admin Mgmt Specialist	120
Logistics Clerk	120
TOTAL DIRECT LABOR	4,364

Quantity Unit Price

Purch Unit Total Item Amount

O002 CLIN sec class: U 1 NSP
LO NSP

noun: DATA-EXHIBIT A acrn: AA nsn: N

site codes pqa: D acp: D fob: D

pr/mipr data: GASCLC97720003

type contract: Y

descriptive data:

The contractor shall provide data in accordance with Contract Data Requirements List, DD Form 1423, dated 12 February 1997, attached as Exhibit A. The price of this CLIN is included in the price of CLIN 0001 above.

0004 CLIN sec class: U 1 \$ 16,973.00 LO \$ 16,973.00

noun: TRAVEL AND COMPUTER SERVICES

acrn: AA nsn: N

site codes pqa: D acp: D fob: D

pr/mipr data: GASCLC97720003

type contract: S

descriptive data:

The contractor shall provide Travel/ Computer Services required in the performance of CLINs 0001 and 0002 above pursuant to Special Contract Requirement H-011 of the basic contract entitled "Payment Provisions for Material/Computer Services/Travel/Subcontracting". This CLIN is fully funded.

3. SECTION F

Delivery Schedule

No Supplies Schedule Data

OULIN Del Sch Sec Class: U

acrn: AA
ship to: U

Delivery Schedule

Quantity Date

descriptive data:

The period of performance shall be for twelve months after receipt of order.

 Item No
 Supplies Schedule Data
 Quantity
 Date

0002 CLIN Del Sch Sec Class: U

acrn: AA ship to: U

1 ASREQ

descriptive data:

Data shall be in accordance with DD Form 1423, dated 13 February 1997.

Exhibit A, attached hereto.

0004 CLIN Del Sch

Sec Class: U

acrn: AA ship to: U

1 ASREQ

descriptive data:

Concurrent with CLIN 0001.

4. SECTION G

<u>ACRN</u>	Acct Class data	Appropriation/Lmt Subhead/CPN Recip DODAAD Supplemental Accounting Classification	Obligation Amount
AA	ACCOUNT UNCLASSIFIED	5763600 F03000 296 4720 674286 000000 592CE 41218F 503000	\$167,594.00

pr/mipr data:

GASCLC97720003

descriptive data:

The fund cite appears as follows on the PR:

5763600 296 4720 674286 000000 592CE 41218F 503000 F03000(CE) 5763600 296 4720 674286 000000 592CE 41218F 503000 F03000

A&AS Code is 592CE.

5. SECTION H

a. In accordance with AF FAR Sup 5352.245-9000, Base Support (Jul 1992), base support will be provided by the C/KC Development Systems Office (ASC/LCA) for the following items:

Office space, Telephone, Utilities and Standard office materials and equipment.

b. In accordance with Special Access Requirements/Procedures, Atch 2, DD 254 dated 24 March 1997 applies to this delivery order.

c. In accordance with Special Contract Requirement 5252-232-9305, "Limitation of Government's Obligation -Time and Materials" the ceiling price of this order for CLIN 0001 and 0002 is \$150,621.00 of which \$150,621.00 is available and obligated. The amount currently funded will support the effort for twelve months after receipt of order.

6. SECTION I

In accordance with FAR Clause 52.232-22, "Limitation of Funds" (Apr 1984), Section I of the basic contract, the estimated cost of CLIN 0004 is \$16,973.00. The amount presently available and allotted to this cost-reimbursable effort is \$16,973.00. It is contemplated that the funds presently allotted to this CLIN will cover the work to be performed for twelve months after receipt of order.

7. SECTION J

Document	Title and Date	No. of Pages
Atch 1	Statement of Work dated	5
	7 March 1997 for Acquisition Logistics	
	Support for the C/KC Development	
	Systems Office	
Atch 2	DOD Contract Security	3
	Classification Specifications	
	dated 14 March 1997	
Exhibit A	Contract Data Requirements	1
	List dated 12 February 1997	

Section J Page 1 of 5

STATEMENT OF OBJECTIVES

KC-135 Program Office

1.0 PURPOSE

0 6 MAR 1997

Provide acquisition logistics support to ASC/LCA.

2.0 SCOPE

The Aeronatical Systems Center (ASC), C/KC-135 Development Systems Office (DSO), requires logistics support in the following areas: prepare and process logistics plans and documents to support the Program Director; provide updates to logistics plans and schedules as requested and respond to program office calls; participate in the preparation and coordination of Request for Proposals (RFPs); and assist in the monitoring and evaluation of contractor submitted data. This effort involves the functional element of Logistics Management Support as identified under paragraph 3.1.2 of the basic Statement of Objectives (SOO) for acquisition logistics contract support. NO ENGINEERING SUPPORT WILL BE PROVIDED UNDER THIS TASK ORDER BY THE CONTRACTOR.

3.0 RESPONSIBILITIES

3.1 Task Requirements Descriptions

The contractor shall perform acquisition logistics effort in support of the KC-135R Multipoint Refueling System (MPRS), OC-135B Open Skies Hush Kit Program, OC-135 Open Skies Fixed Site Processor (FSP), and Reduced Vertical Separation Minimum (RVSM) programs. This effort shall consist of the following tasks:

3.1.1 <u>Integration of Maintenance Planning (MP)</u>:

The contractor shall provide maintenance planning for aircraft and equipment acquisition including:

- a. Assisting in planning Interim Contractor Support (ICS) requirements.
 - b. Assisting in logistics support of test programs.
- c. Assisting in identification for Contractor Logistics Support (CLS), and Contractor Repair Support (CRS) requirements.
 - d. Assisting in facilities and training resources.

3.1.2 <u>Integration of Supply Support (SS)</u>:

The contractor shall perform the following supply support tasks:

- a. Assisting in the identification and acquisition of spare and repair parts.
 - b. Assisting in the development of provisioning strategies.

3.1.3 <u>Integration of Support Equipment (SE)</u>:

The contractor shall perform the following support equipment tasks: (DI-MISC-80508, SEQ A0004)

- a. Assist in the review and monitoring of Support equipment.
- b. Assist in the review and processing of Support Equipment Recommendation Data (SERDs).
- c. Assist in identifying, quantifying, and programming operational support equipment and support equipment required for test and evaluation.
 - d. Assist in identifying candidates for breakout.
- e. Assist in identifying, quantifying, and programming support elements needed to maintain support equipment, spares, technical data and calibration requirements.

3.1.4 <u>Integration of Training and Training Support (TTS):</u>

The contractor shall perform the following Training and Training support tasks:

- a. Define and develop operational and maintenance training requirements.
- b. Assist in planning follow-on crew and support personnel training.
 - c. Assist in defining training system device requirements.

3.1.5 <u>Integration of Facilities (FA)</u>:

The contractor shall perform the following Facilities tasks:

a. Assist in the identification of new and/or modified facility requirements for maintenance, training, and storage.

3.1.6 <u>Integration of Design Interface (DI)</u>:

The contractor shall perform the following Design Interface tasks:

a. Assist in the definition of reliability and maintainability requirements.

- b. Assist in identifying milestones for key program events where logistics related design parameters are established, assessed, or modified.
- c. Assist in identifying logistics-related design parameters.
- 3.1.7 <u>Integration of Packaging, Handling, Storage & Transportation (PHS&T):</u>

The contractor shall perform the following PHS & T task:

a. Assist in establishing PHS&T concepts and criteria, and identying requirements.

3.1.8 Logistics Support Analysis (LSA):

The contractor shall provide Logistics Support Analysis support including, but not limited to the following tasks:

- a. Assisting in the evaluation of Logistics Support Analysis studies, identifying discrepancies and recommending changes.
 - b. Provisioning and LSA Conferences.

3.1.9 Warranties:

The contractor shall provide warranty support including, but not limited to the following:

- a. Assist in planning and review of contractor system/sub-system warranty programs.
- b. Assist in the collection of data to support the warranty program.

3.1.10 Change Proposal and Document Evaluation:

The contractor shall evaluate Engineering Change Proposals (ECPs), Contract Change Proposals (CCPs), draft directives, and military specifications and standards for logistics impacts. As a minimum, this evaluation shall ensure the following: that applicable logistics elements have been considered; proposed coverage is adequate and suitable; omission of necessary coverage has been determined; and duplications of coverage has been noted. This task shall also include reviewing, monitoring, and verification of contractor submitted logistics data. (DI-MGMT-80368/T, SEQ A0002; DI-MISC-80508, SEQ A0004)

3.1.11 Life Cycle Cost (LCC)/Design To Cost (DTC):

The contractor shall provide the following LCC/DTC support:

a. Assist in identifying logistics data for development of Life Cycle Cost Management (LCCM)/Design to Cost (DTC).

3.2 Review Participation

As required under paragraph 3.0, the support contractor shall attend program reviews. (DI-MGMT-80368/T, SEQ A0002, DI-MISC-80508, SEQ A0004)

3.3 Briefing Support

As required under paragraph 3.0, the contractor shall assist in the preparation of briefing material. This shall include compiling background information, organizing the information, writing the information in briefing format, preparing talking papers, and providing backup information as required. (DI-ADMIN-81373, SEQ A0001)

4.0 GENERAL INFORMATION

The contractor shall perform the following tasks in accordance with this task order, the SOW, and the basic contract.

4.1 Travel

The contractor shall travel, as requested and authorized, to participate in meetings such as: Technical Interchange Meetings (TIMs), Integrated Logistics Support Management Team (ILSMT). Program Management Reviews (PMRs), Preliminary Design Reviews (PDRs), Critical Design Reviews (CDRs), Audits, etc., and to perform research necessary to the accomplishment of the assigned tasks. (DI-MGMT-80368/T, SEQ A0002)

4.2 Reports/Data And Other Deliverables

All data/reports and deliverables shall be delivered in accordance with the Contract Data Requirements List (CDRL) DD Forms 1423. The following Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs) apply to this task order: DI-MGMT-80368, CDRL A0002; DI-ADMIN-81373, CDRL A0001; DI-ADMN-80447/T, CDRL A0003; DI-MISC-80508, CDRL A0004.

4.3 Period Of Performance

The period of performance for this effort shall be from 7 March 1997 through 6 March 1998.

4.4 Security Classification

Access to classified information, up to and including SECRET, will be required. Preparation and/or storage of classified information will not be required. The DD Form 254 will be used as guidance for all classified information access.

4.5 Cognizant Office

The point of contact for this effort is Mr. Will Porter, ASC/LCA. Mr. Porter may be reached at (937) 255-6606.

4.6 Work Location

Accomplishment of tasks required by para 3.0 will require on-site work at Wright-Patterson AFB, Ohio, and at various contractor, subcontractor, and Air Force facilities located throughout the continental United States. The contractor will be provided work space.

4.7 Contractor Relationships/Supervision

In interactions and dealings with system contractors/ subcontractors, the contractor shall perform work for investigation purposes only. The contractor shall not provide direction nor otherwise interject into Government/system contractor/subcontractor relationships. Contractor personnel shall not be under the direct supervision of Air Force personnel.

TASK ORDER PARA: 3.0

BLK: 10, 11, 12, 13:

12 Feb 97

PREVIOUS EDITIONS ARE OBSOLETE.

H. DATE

12. DATE OF FIRST SUBMISSION

13. DATE OF SUBSEQUENT SUBMISSION

10. FREQUENCY

11. AS OF DATE

BLK 7: Memoranda generated and signed by on-site analyst. Representative

SEE 16

SEE 16

DI-MISC-80508

7. DD 250 REQ

8. APP CODE

Determined

LT

9. DIST STATEMENT REQUIRED

16. REMARKS BLK 4: Contractor Format Acceptable.

may be used to transmit data.

N/A

G. PREPARED BY WANT TO

DD Form 1423, JUN 90 (EF)

Will Porter, C/KC-135 COL

ASC/LCA

ASC/LCA

15. TOTAL

a. ADDRESSEE

14.

1. APPROVED BY The A

Kim High, Major, USAF

DISTRIBUTION

J. DATE

12 Feb 97

COPIES

Final

Reg Repro

DEPARTMENT OF DEFENSE						1. CLEARANCE AND SA	AFEGUARDING Page	01 of 03		
CONTRACT SECURITY CLASSIFICATION SPECIFICATION						8. FACILITY CLEARANCE REQUIRED SECRET				
(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)					b.LEVEL OF SAFEGUARDING REQUIRED N/A					
2. THIS SPECIFICATION IS FOR: (X and complete as applicable) 3. T					THIS	IS SPECIFICATION IS: (X and complete as applicable)				
√ a. i	PRIME CONTRACT NUMBER				(a.	. ORIGINAL (Complete date in all cases) Date (YYMMDD) 97 03				
	SUBCONTRACT NUMBER				b.	REVISED (Supersedes all previous specs)	Revision No.	Date (YYMMDD) <i>)</i>	
c	SOLICITATION OR OTHER NUMBER DU	E Date ()	YMMDD)		c.	FINAL (Complete Item 5 in all cases) Date (YYMMDD)))	
4. IS TH	IS A FOLLOW-ON CONTRACT? YES	s X	NO.	If Yes,		olete the following:				
Classified	material received or generated under					(Preceding Contract Numi	ber) is transferred to this follo	w-on contract	τ	
	IS A FINAL DD FORM 254? YES	s [X				olete the following: ntified classified material i	s authorized for the period of			
6. CONT	TRACTOR (Include Commercial and Government	t Entity	(CAGE)	Code)						
					CODI	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zingles) DIS/Director of Industrial Security 1040 Kings Highway Cherry Hill NJ 08034			le)	
7 61107	CONTRACTOR									
	, ADDRESS, AND ZIP CODE		b.	CAGE	COD	E c. COGNIZANT SEC	URITY OFFICE (Name, Address	, and Zip Cod	le)	
N/A			/ /A		N/A					
8. ACT	UAL PERFORMANCE									
a. LOC	ATION		b.	CAG	E COE	DE c. COGNIZANT SE	CURITY OFFICE (Name, Addres	s, and Zip Cod	de)	
	N/A									
	ERAL IDENTIFICATION OF THIS PROCURE	MENT								
A&AS	, Acquisition Logistics Support									
10. TH	S CONTRACT WILL REQUIRE ACCESS TO	YES		1. IN	PERF	ORMING THIS CONTRA	ACT, THE CONTRACTOR V		NO	
	MUNICATIONS SECURITY (COMSEC) INFORMATION		X			ESS TO CLASSIFIED INFORM. OR'S FACILITY OR A GOVER		<u> </u>	+-	
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	TCAL NUCLEAR WEAPON DESIGN INFORMATION		Χ¢			ND GENERATE CLASSIFIED N			X	
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	Sensitive Compartmented Information (SCI)		X	RIC	VE ACC O, U.S.	POSSESSIONS AND TRUST	ORMATION OUTSIDE THE U.S. PUI ERRITORIES	ATION	1X	
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	i. HAVE				VE TEM	TEMPEST REQUIREMENTS				
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	ITED DISSEMINATION INFORMATION	TX				Specify)			\top	
	OFFICIAL USE ONLY INFORMATION HER (Specify)		,				curity Activity Required.	×		
DD Fo	rm 254, DEC 90 (EF-V1) (PerFORM PF	RO)	<u> </u>	Previou	s editie	ons are obsolete.				

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the industrial Security Manual or unless it has been approved for public release by appropriate Government authority. Proposed public releases shall be submitted for approval prior to release
Direct X Through (Specify):
ASC/PA, WPAFB OH 45433-6503
No Public release of information is authorized without prior approval of the C/KC-135 Development System Office (DSO).
to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) for review.
In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency. 13. SECURITY GUIDANCE. The security classification guidance need for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any
other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guidelines/extracts reference herein. Add additional pages as needed to provide complete
a. Ref Block 11L: Notification of Government security activity/visitor group agreement applies. See contract clause for details.
b. Task Order Mgt: Mr. Will Porter ASC/LCA Phone: 255-6606
c. ACQ Address: DCAMO Baltimore
200 Towsontown Blvd., Suite 200
Towson MD 21204-5299
d. Ref Blk 10j: For Official Use Only applies. See addendum.
e. Basic Contract Monitor: Ms Marjorie Radford, ASC/CDSY, 57955
f. The National Industrial Security Program Operating Manual (NISPOM) Jan 95 applies.
14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify Yes X No
the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed)
15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)
Refer to Block 11L. All contractor work will be performed at Wright-Patterson AFB OH. DIS is relieved of inspection
responsibility for on base performance. ASC/SYSI will maintain security oversight for performance at Wright-Patterson AFB
OH.
16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.
a. TYPED NAME OF CERTIFYING OFFICIAL b. TITLE c. TELEPHONE (Include Area Code)
Margaret Yarrington Contracting Officer (937)255-7003
d. ADDRESS (Include Zip Code) 17. REQUIRED DISTRIBUTION
ASC/CDSK - Bldg 11A - Rm 123
1970 Monahan Way WRIGHT-PATTERSON AFB OH 45433-7208 b. Subcontractor c. Cognizant Security Office for Prime and Subcontractor
WRIGHT-PATTERSON AFB OH 45433-7208 c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
Rusgaret Classing officer 1. others as necessary ASC/SYS
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DD Form 254, DEC 90 (REVERSE) (EFN 1) (PAFORM NO)
25/1/au97 sm

FOR OFFICIAL USE ONLY

The following procedures will be used to protect FOR OFFICIAL USE ONLY (FOUO) information.

1. HANDLING: Access to FOUO material shall be limited to those employees who need the material to do their jobs. The FOR OFFICIAL USE ONLY marking is assigned to information when created by a DOD User Agency. FOR OFFICIAL USE ONLY is not a classification, but requires extra precautions to ensure it is not released to the public.

2. MARKING:

- a. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any).
 - b. In a classified document, mark:
- An individual paragraph that contains FOUO, but not classified information, by placing "(FOUO)" at the beginning of the paragraph.
- The top and bottom of each page that has both FOUO and classified information, with the highest security classification of the information on that page.
 - "FOUO" at the bottom of each page that has FOUO but not classified...
- If a classified document also contains FOUO information or if the classified material become FOUO when declassified, place the following statement on the bottom of the cover or the first page, under the classification marking: "NOTE: If declassified, review the document to make sure material is not FOUO and not exempt under AFI 37-131 before public release.
- c. Mark other records, such as computer print outs, photographs, films, tapes, or slide 'FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.
- d. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the test begins.
 - e. Make sure that documents that transmit FOUO materials call attention to any FOUO attachments.
- f. Any FOUO material released to a contractor by a DOD User Agency must have the following statement on the front page or cover: THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER THE FREEDOM OF INFORMATION ACT. EXEMPTION(S) ______ APPLY.
- 3. STORAGE: To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when internal building security is provided. When there is not internal security, locked buildings or rooms usually provide adequate after-hours protection. For additional protection, store FOUO material in locked containers such as file cabinets, desks, or bookcases. Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.
- 4. **TRANSMISSION**: FOUO material shall be transmitted by the same methods as other UNCLASSIFIED material. Discussion of FOUO material on the telephone is authorized if necessary for performance of the contract. FOUO information may be transmitted over telephone lines in digital form, by telecopies, or by other DSN teletype lines without encryption.
- 5. **RELEASE**: FOUO information shall not be released outside the contractor's facility except to representatives of the DOD.
- 6. **DESTRUCTION**: When no longer needed, FOUO information may be disposed of by an method which will preclude its disclosure to unauthorized individuals.